



Department of Health and Human Services  
Aging and Disability Services  
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## **Family Support Funds Protocol**

Each year there are a limited amount of Family Support Funds available for families caring for a family member (excludes spousal relationships), with an Intellectual Disability or Autism at home. Funds are for families requesting financial support for needed items or services such as respite care, heating oil, electricity, clothing, car repairs, etc.

Case Managers are responsible for submitting requests to the Office of Aging and Disability Services-Developmental Services (OADS-DS) using the Family Support Assessment in the Enterprise Information System (EIS). The Case Manager must print the completed Family Support Assessment, obtain an original signature from the family member requesting funds, and submit to the OADS- DS Supervisor in the district office where the family member lives. Requests should detail how funds will be used, and the individual's Person Centered Plan (PCP) must identify the need for the service or item.

Supervisors in each OADS- DS office will review requests on a case by case basis with attention to the following:

1. Individuals must reside with the family member requesting funds.
2. There is a cap of \$1,200.00 per family for the fiscal year.
3. Requests must be for services or items that cannot be practically accessed through other means.
4. Individuals receiving MaineCare services in their family home through the Section 21 Waiver are not eligible for these funds.
5. Requests for camp or vacations will not be approved.

Decisions regarding approval/denial will be documented by the OADS- DS Supervisor in the Family Support Assessment in EIS. All denials will be communicated directly to the case manager by the OADS-DS Supervisor or Community Case Management liaison. If approved, OADS-DS will issue a check directly to the family member requesting Family Support.

The state will not issue a 1099 tax form to the family member for these funds.

12/7/16